MATERIAL MANAGEMENT BRANCH CLASS VIII

PRESENTED BY SGT RACHEL WILSON

ORDERING PROCEDURES

- The units listed in the State Formulary will utilize the PR-Web Program regardless of cost, to purchase Class VIII pharmaceuticals with FSC Code 6505.
- Pricing for requested items will be from FEDLOG and annotated on the PR-WEB form by the unit.

CONT.

- Medical surgical items with FSC CD 6510, 6515, 6530, etc.
- Examples: band aids, disposable gloves, sunscreen, lip balm, and foot powder.
- The items listed above will be ordered through the units GPC card not to exceed $3,000.00.
- Units must ensure vendor excepts the GOV tax exempt.

PHARMACEUTICALS

- 6505 Items will be ordered through USPFO S&S.
- All requests will be submitted based on the State Formulary by utilizing a spreadsheet for the attachment with pricing.
- Units must submit annual training requests 90 days prior to the event.
- UNDER NO CIRCUMSTANCE WILL 6505 ITEMS BE ORDERED USING THE UNITS GPC CARD.

TURN-IN PROCEDURES

- All 6505 pharmaceuticals will be turned in on a DA 3161 form.
- Units will call and make an appointment before turning in medical items.
- DA 3161 must be filled out with the LOT#, NDC#, NSN (if available), EXP DATE, QUANTITY, & ITEM DESCRIPTION when turning in medical items.

COMBAT LIFESAVER BAGS

- The PBO for an organization/unit will submit a DA Form 2765-1 to USPFO-SS. The 2765-1 must include the LIN 4503 and NSN 6545-01-532-3674.
- The request must also include a memorandum signed by the unit commander indicating that the soldiers are qualified to be issued a CLS Bag and the soldiers Training Certificate.

CLS CONT.

- Units cannot exceed 10% of qualified combat lifesavers per unit.
- All units must inspect their combat lifesaver bag inventory to ensure that no **HEXTEND** or **HETASTARCH** is on hand. This will include inventories that may currently be on order.
- **INTRAVENOUS FLUID, IF ADMINISTERED, CAN RESULT IN HEART FAILURE OR DEATH**

CLASS I-GORDON FOOD SERVICE, BDFA, DA 5913

PRESENTED BY SGT RACHEL WILSON

BDFA-BASIC DAILY FOOD ALLOWANCE

- CURRENT BDFA IS $ 8.41
- BREAKFAST: $1.69 WHICH IS 20%
- LUNCH : $ 3.36 WHICH IS 40%
- DINNER: $ 3.36 WHICH IS 40%
- BDFA IS CHANGED EVERY 6 MONTHS: ONCE IN MARCH AND ONCE IN OCTOBER
- 25% INCREASE FOR 1 HOLIDAY MEAL- THANKSGIVING OR CHRISTMAS
- CURRENT BDFA RATES CAN BE FOUND ON THE DOL SHARE FILE.

DA 5913

- ONLY AUTHORIZED INDIVIDUALS TO SIGN: UNIT COMMANDER/ACTING CMDR
- REQUIRED BEFORE DRILL (REQUEST) AND AFTER DRILL (STRENGTH REPORT)
- UNIT NAME, ADDRESS, MONTHLY DATE

GORDON FOOD SERVICE

- ONLINE ORDERING SERVICE FOR RATIONS
- MUST INVENTORY AND SIGN INVOICE WHEN RECEIVING RATIONS AT ARMORY
- MUST NOTIFY A.S.A.P OF DELIVERIES TO ALTERNATE LOCATIONS
- UNITS MUST GO THROUGH USPFO REP FOR ALTERNATE DELIVERIES

WRIGHT EXPRESS FUEL CARDS

- ENSURE CARDS ARE ACTIVE BEFORE USING BY CALLING THE 800# ON CARD
- FUEL POINTS MUST BE UTILIZED IF POSSIBLE
- CARD IS TO BE USED AS SECONDARY METHOD OF FUELING
- ALTERNATE CARDS FOR FUEL PURCHASES. DO NOT PUT 4 VEHICLES ON ONE TRANSACTION

WRIGHT EXPRESS FUEL CARDS

- ONLY AUTHORIZED PURCHASES ARE UNLEADED FUEL (87 0CTANE) AND DIESEL
- EMERGENCY PURCHASES SUCH AS WIPER BLADES, OIL ARE AUTHORIZED BUT MUST BE FOLLOWED UP WITH A JUSTIFICATION MEMO
- WATER, SODAS, CHIPS, ETC., ARE UNAUTHORIZED PURCHASES

TURN-IN PROCEDURES

- DA Form 2765-1
- Call for appointment
- CERTIFICATE OF COMPLETION (DESC)
- Log into the following site: www.desc.dla.mil
- Go to Customer Resources:
- Go to DESC Fuel Card Programs:
- Go to DOD Fleet Card Voyager:
- Go down page to Fleet Card Training

POINT OF CONTACTS

- SGT JANICE ROBERTS
- DSN 683-2677 COMM 615-313-2677

- SGT RACHEL WILSON
- DSN 683-0782 COMM 615-313-0782

- CW2 JOHN HOUSTON
- DSN 683-2667 COMM 615-313-2667